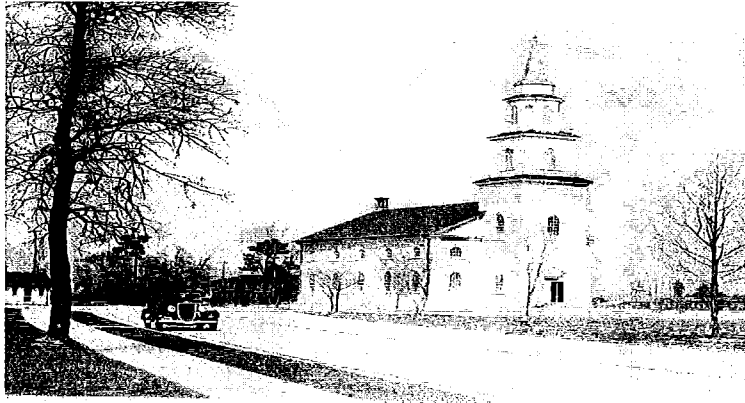


# WEDDING APPLICATION FOR MAIN POST CHAPEL

WEDDINGS ONLY ON SATURDAY'S



REHEARSAL DATE REQUESTED: \_\_\_\_\_

CIRCLE ONE REHEARSAL TIME

TIME: 1545-1645; 1700-1800; 1815-1915; 1930-2030

WEDDING DATE REQUESTED: \_\_\_\_\_

CIRCLE ONE WEDDING TIME

TIME: 0830-1030; 1130-1330; 1400-1600; 1630-1830

**At least one of the persons being married must be active duty military, or the son/daughter of an active duty service member. Retired military or son/daughter of retired military member must still possess a valid Uniformed Services Identification Card.**

**The basis of my eligibility is:**

\_\_\_ I am an active service member

\_\_\_ I am the son/daughter of active duty service member. I am a son/daughter of a retired service member and have a valid ID card.

\_\_\_ I am a retired service member

**As the ID card holder requesting the wedding I have read and understand the Main Post Chapel Wedding SOP requirements and restrictions for the use of the Chapel. I agree to all terms and conditions that are set forth within the SOP.**

PRINTED NAME OF ID CARD HOLDER \_\_\_\_\_

SIGNATURE OF ID CARD HOLDER \_\_\_\_\_

UNIT OF ID CARD HOLDER \_\_\_\_\_

\*\*\*\*\*WEDDING PARTY INFORMATION\*\*\*\*\*

**BRIDE**

RANK/NAME: \_\_\_\_\_

ID CARD EXPIRES: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

**GROOM**

RANK/NAME: \_\_\_\_\_

ID CARD EXPIRES: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

CEREMONY PREFERENCE: (CIRCLE ONE) CATHOLIC PROTESTANT

ARE SABERS DESIRED? (CIRCLE ONE) YES NO

NAME OF CIVILIAN CLERGY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

(IF YOU HAVE A CIVILIAN PERFORM THE CEREMONY YOU MUST HAVE AN ACTIVE DUTY CHAPLAIN ACT AS A SPONSOR FOR THE CEREMONY AND CHAPLAIN/CHAPLAIN ASSISTANT SHOULD BE PRESENT AT THE WEDDING; APPLICATION WILL NOT BE ACCEPTED WITH THIS INFORMATION)

\*SPONSORING CHAPLAIN'S NAME/SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

UNIT/PHONE: \_\_\_\_\_

\*ALTERNATE SPONSORING CHAPLAIN'S NAME/SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

UNIT/PHONE: \_\_\_\_\_

\*CHAPLAIN ASSISTANT ASSIGNED TO COVER THE WEDDING: \_\_\_\_\_

As the sponsoring Chaplain I have read the Main Post Chapel Wedding SOP. I understand my responsibilities and I or my assistant will be present at both rehearsal and wedding.

As the ID card holder requesting the wedding I have read the Main Post Chapel Wedding SOP, I have been briefed by the sponsoring Chaplain, and I will comply with all requirements for the use of Main Post Chapel.

PRINTED NAME/RANK: \_\_\_\_\_

ID CARD HOLDER SIGNATURE: \_\_\_\_\_

MAIN POST CHAPEL NCOIC APPROVAL/DATE:

\_\_\_\_\_

**\*\*The following individuals will clean the chapel under the supervision of the Chaplain/Assistant:**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**\*\*The following persons are the organist authorized to play the Main Post Chapel pipe organ for weddings:**

**Marsha McLeod: 910-484-2110**

**Antoinette McNeil: 910- 867-0824 or 910-551-5690**

**MAIN POST CHAPEL NCOIC: 910-643-8812**

**RELIGIOUS SUPPORT OFFICE: 910-396-1121**

## CHECKLIST FOR CHAPLAIN/ASSISTANT UTILIZING MAIN POST CHAPEL

To be initialed, signed, and dated by Chaplain and/or Chaplain Assistant after the completion of the ceremony. There is no charge for the use of Main Post Chapel. We ask that you and family leave the Chapel in the great condition you found it in by abiding by the checklist.

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- ☐ Vacuum entire Chapel including balcony and between pews.
  - ☐ Pick up all articles left in pews, straighten hymnals, etc. Make a spot check for wedding invitations placed in pew hymnals and Bibles. Look for trash on and under pews.
  - ☐ Sweep and mop annex if used. **DO NOT ENTER THE NURSEY for any reason!**
  - ☐ Make sure all lights are turned off in all areas of the chapel.
  - ☐ Make sure trash is taken from the chapel and annex (if used) and dumped into dumpster behind the theater. Replace old bags with new ones.
  - ☐ Remove and throw away all floral items.
  - ☐ **Ensure that ONLY dripless candles are used.** And make sure they are thrown away.
  - ☐ Make sure there is no trash behind or on the altar.
  - ☐ Conduct police call outside for trash, cigarette butts, etc.
  - ☐ Ensure all doors are locked to the Chapel and annex (if used).
  - ☐ Bring a copy of this checklist and keys to the NCOIC on Monday (if holiday on Tuesday).

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(Chaplain's Printed Name and Signature)

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(Date)

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(Chaplain Assistant Printed Name and Signature)

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(Date)

**I relieve the above RST of the responsibilities for the checklist as indicated.**

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(MPC NCOIC Printed Name and Signature)

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(Date)